

DEPARTMENT OF GENERAL SERVICES
Records Management Division
This Schedule Supersedes Schedule 612-74

Schedule No.
612-120
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RECORDS RETENTION AND DISPOSAL SCHEDULE

Division of Occupational and Professional Licensing
Maryland Board of Landscape Architects

Agency

Division

| Item No. | Description | Retention |
|----------|---|---|
| 1. | ALPHA MASTER FILE - This record contains some or all of the following: name, address, certificate number with date issued or registration number, change of name, date of examination, renewals if applicable, results of examination, date of death. | Retain permanently. Transfer periodically to State Archives. |
| 2. | EXAMINATION APPLICATION FILE - This file contains records of applicants who did not successfully pass the examination and failed to request a re-examination for five years. | Retain records for 5 years after the closing date, then destroy. |
| 3. | COMPLAINT FILE - This file contains the original complaint form, investigative report, correspondence, charge letters, summonses, findings of fact, order of the Board and other pertinent information of a closed case. | Retain records for five years after the closing date, then destroy. |
| 4. | MINUTES - This file contains the final version of the minutes of the meetings of the Board. | Retain records permanently until transferred to State Archives. |

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

NOV. 21 1991

Edward C. Papenfuss

8-21-91

Rep. M. Miller

Director

Signature

Title

Date

State Archivist

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 1 OF 2

1. DEPARTMENT/AGENCY
Licensing and Regulation

2. DIVISION
Occupational and Professional

3. UNIT Board of Examiners
of Landscape Architects

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
Alpha Master File

5. EARLIEST YEAR/LATEST YEAR
1979 TO 1991

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)

Name, address, license number, date issued, change of name/address, examination application, date of exam and results, qualifications/experience, transcripts, social security number, date of birth.

7. RECORD SERIES FORMAT(S)

☐ LETTER SIZE ☐ MICROFILM
☒ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

☐ ALPHABETICAL
☒ NUMERICAL
☐ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

9. VOLUME

☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)
2
NUMBER

10. ANNUAL ACCUMULATION

☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)
<1
NUMBER

11. FILE IS USED

☐ DAILY ☒ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

NUMBER ☐ MONTH(S) ☐ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

501 St. Paul Place, Baltimore, MD 21230
9th Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

15. ACCESS RESTRICTIONS

☒ YES ☐ NO

(IF YES, CITE LAW(S) & REGULATION(S)
MPIA

16. AUDIT REQUIREMENTS

☐ NONE ☒ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

☒ YES ☐ NO

Licensing history is computerized.

18. RECOMMENDED RETENTION

Permanent. Transfer periodically to
State Archives.

19. NAME AND TITLE OF PREPARER

Pamela J. Edwards
Asst. Exec. Dir.

20. TELEPHONE NUMBER

333-6322

21. DATE

October 11, 1991

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 350-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTO

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1. DEPARTMENT/AGENCY
Licensing and Regulation

2. DIVISION
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of Landscape Architects

DEFINITION-RECORD SERIES--A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
Minutes

5. EARLIEST YEAR/LATEST YEAR
1985 TO 1991

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Final version of the minutes of the meetings of the Board which contain all action taken on applications, complaints, legislation, regulations and all other Board matters.

7. RECORD SERIES FORMAT(S)

☐ LETTER SIZE ☐ MICROFILM
☐ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☒ OTHER(SPECIFY)
3 ring binder

8. RECORD SERIES SEQUENCE

☐ ALPHABETICAL
☐ NUMERICAL
☒ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

9. VOLUME

☐ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☒ OTHER(SPECIFY)
1
NUMBER binder

10. ANNUAL ACCUMULATION

☐ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☒ OTHER(SPECIFY)
<1
NUMBER binder

11. FILE IS USED

☐ DAILY ☐ WEEKLY ☒ MONTHLY

12. FILE BECOMES INACTIVE AFTER

☐ MONTH(S) ☐ YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

501 St. Paul Place, Baltimore, MD 21202
9th Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☒ YES ☐ NO

(IF YES, CITE LAW(S) & REGULATION(S))

MPIA

16. AUDIT REQUIREMENTS

☐ NONE ☒ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

☐ YES ☒ NO

18. RECOMMENDED RETENTION

Permanent. Transfer periodically to
State Archives.

19. NAME AND TITLE OF PREPARER

Pamela J. Edwards
Asst. Exec. Dir.

20. TELEPHONE NUMBER

333-6322

21. DATE

October 11, 1991